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Maine Job Service Statewide Operational Plan, July 1, 1989 - June 30, 1990

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MAINE JOB SERVICE

STATEWIDE

OPERATIONAL PLAN

PROGRAM YEAR 1989

JULY 1, 1989 - JUNE 30, 1990

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JOB SERVICE OPERATIONAL PLAN
PROGRAM YEAR 1989

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JOB SERVICE OPERATIONAL PLAN
PROGRAM YEAR 1989

This plan covers the statewide operations of the Maine Job Service authorized under Section 7(a) and 7(b) of the Wagner-Peyser Act, as amended. Plans covering Job Service local office's interaction with the three Service Delivery Areas (SDA) are contained in the Service Delivery Area Job Service Plans that are jointly developed between Job Service local offices and the Service Providers authorized by the Private Industry Councils and Chief Elected Officials of the SDAs.

The plan also describes activities of the Job Service Strategic Plan that support the Human Resource Development goals published in the Governor's Human Resource Development coordination criteria.

The plan contains two parts. The first covers the basic operations of the Job Service required by Federal law and regulation. The second part describes the Job Services response to the Governor's Coordination Criteria.

JOB SERVICE OPERATIONAL PLAN
PY 1989

PART I: JOB SERVICE BASIC SERVICES

The section covers the Statewide operations of the Maine Job Service required by sections 7(a) and 7(b) of the Wagner-Peyser Act, as amended.

A. JOB SERVICE MISSION AND OBJECTIVES

The mission of the Maine Job Service is the delivery of the public labor exchange to all applicants and employers in Maine. This includes participation in the nationally operated interstate clearance system and administration of the work test required by State and Federal Unemployment Compensation laws.

This mission will be accomplished by assisting Maine employers to acquire a skilled and motivated workforce through job referral and placement, recruitment assistance and occupational testing.

Maine workers will be assisted to find suitable employment through job referral and placement, occupational testing and counseling and referral to supportive services and training agencies when suitable jobs are not available.

B. PERFORMANCE STANDARDS

Job Service performance will be measured in two ways. Fullfilment of the strategic plan in all phases will be one performance standard. Details of the strategic plan are in second part of this document.

A second performance standard will be the placement of 18,279 individuals in jobs during Program Year 1989. This estimate is based on a methodology provided by the U.S. Department of Labor that reflect the anticipated economic condition of the State. Customarily the Job Service has exceeded this standard. In Program Year 1987, 19,149 individuals were placed in jobs against a recalculated standard of 18,495.

C. SERVICES PURSUANT TO SECTION 7(a) OF THE WAGNER-PEYSER ACT

Section 7(a) of the Wagner-Peyser Act, as amended, requires that each Employment Security Agency receiving funds under the Act provide the following basic functions:

1. accept applications from job seekers
2. accept job orders from employers
3. operate a labor exchange to match applicants and jobs.
4. participate in an interstate labor clearance system.
5. administer the work test for the Unemployment Compensation system.

To meet this requirement, the Maine Job Service will use its monies to provide job search and placement services to applicants. In addition, monies will be expended to provide recruitment services for employers. Finally, resources will be used to support evaluation and reporting activities as well as labor market information.

1. BASIC LABOR EXCHANGE DELIVERY SYSTEM

a. Local Office Network

The Maine Job Service will operate a network of eighteen local placement offices across the State during Program Year 1989. Fourteen (14) local offices will be co-located with local Unemployment Compensation (UC) Division claims offices. Four (4) offices will operate in communities without UC offices.

Funding for the fourteen offices operated jointly with the Unemployment Compensation Division will come from resources provided under Section 7(a) of the Wagner-Peyser Act. Four (4) additional offices will be supported by resources received under Section 7(b) of the Act.

This network of offices places most Maine job seekers and employers within a fifty (50) mile radius of a local office and significant majority of the labor force within a 25 mile radius.

b. Job Matching

The job matching system, an electronic system, will operate in all local offices. This system allows applicants exposure to all jobs for which they qualify in their local area and statewide. Similar exposure is provided to employer job listing.

This system is currently being redesigned to convert from a batch system to on-line access. Conversion should be complete by the end of the program year.

2. Interstate Clearance

Maine will participate in the interstate clearance of jobs by providing data tapes to United States Employment Service contractors. National summaries of job listings will be distributed on a timely basis as they are received.

3. Unemployment Compensation Work Test

The Job Service will perform the work test requirement for Unemployment Compensation as required by State law. Claimants will register with the Job Service using a single application form for Job Service activities and initial claims for Unemployment Compensation.

It is the policy of the Job Service and Bureau of Employment Security to register every claimant except those specifically waived by Law or Unemployment Insurance Commission rule.

4. Program Management

Overall administration of Job Service programs will be provided by central office staff. Field supervisory staff will provide guidance and support of local office management. Local office management will establish local procedures to meet the Divisions strategic objectives and meet locally developed goals contained in the local office operational plan developed jointly with the SDA.

Program direction and control as well as training will be functionally supervised by central office technicians.

Operation and control of the Statewide Job Matching System will remain centralized.

5. Applicant Services

The Maine Job Service will provide services to any job applicant who is legally entitled to work in the United States and registers with the Job Service. The Maine Job Service and the Unemployment Compensation Division will use

a common application form for all services. applicants data will be shared through electronic data systems for better service, program access, and screening.

The primary service and objective for all applicants will be placement in a suitable job. This will be accomplished through the delivery of the following applicant services.

a. Job Development and Job Referral

This service will be delivered through the statewide job matching system available to all applicants in all offices. Applicants will be screened electronically against all available job openings in this local area as well as other geographic areas they have selected. To assist in this process job search assistance and labor market information will be provided.

As the new on-line system is established it is anticipated that daily job listings on microfiche will be reduced to one or two times per week.

b. Vocational Testing

The Maine Job Service will continue to use the Validity Generalization (VG) concept associated with the General Aptitude Test Battery (GATB). Through computer software developed for the Maine Job Service applicants who are tested will be provided with an assessment profile that combines the GATB test results and their vocational interests profile, and matches the results with Guide for Occupational Exploration job profiles.

c. Vocational Counseling

When appropriate, vocational counseling will be offered to job applicants. Counseling will be limited to the following areas: vocational change, vocational choice and vocational adjustment.

d. Referral to Supportive Services

Each year, many applicants who register with the Maine Job Service have employment barriers that must be eliminated before placement is possible. to assist applicants to eliminate unemployment

barriers, the Maine Job Service has established relationships with a number of other organizations that can provide specific assistance. Eligible veterans are referred to the Veterans Administration under a formal agreement between the Job Service and the V.A. A similar referral mechanism exists with the Vocational Rehabilitation Agency. Current Job Service/Private Industry Council plans contain formal cross-referral procedures and an informal network with local social service agencies exists at the local office level.

6. Employer Services

Maine employers will be offered the opportunity and encouragement to list their job openings with the Maine Job Service. The on-line job matching system provides employers statewide exposure of their job openings to the largest job applicant pool in the State. In addition to job matching employers will be assisted in the following ways.

a. Occupational Testing

Where appropriate, employers may have potential employees tested for proficiencies or job specific aptitudes. All testing will be done using approved United States Employment Service proficiency tests or specific aptitude test batteries. Validity Generalization will be offered to Maine employers to assist in making the best possible employee selection.

b. Recruitment Assistance

A major aid to employers will be the recruitment assistance offered by the Maine Job Service. Assistance will be provided in three (3) major ways.

1. The Job Service will screen applicants prior to their referral and will limit referrals to the number employers wish to consider.
2. The Job Service will continue to provide "positive recruitment" services for new or expanding businesses. This can include labor skill surveys as well as application collection and the use of Job Service facilities.

3. The Job Service will also provide recruitment assistance for employers with established affirmative action plans. While all qualified applicants will be referred, extra efforts will be made to recruit applicants from protected classes.

c. Services to Target Population Groups

The Wagner-Peyser Act does not establish specific applicant groups as taraget populations. The Act does require that the Job Service promote the employment of handicapped persons through job counseling, job placement and employer programs in coordination with other groups and agencies serving the handicapped.

A service preference is also provided for veterans before all other applicants. This preference is required by Federal law. In addition, the Maine Job Service will provide service equity for the migrant and seasonal farmworkers.

1. Handicapped Applicantns

As required by the Act, each local Job Service office will provide placement services for handicapped persons who request such services. In each local office, at least one staff member will be assigned this responsibility as part of their duties.

Services provided will include job development, job counseling and placement as well as referral to appropriate supportive service agencies including the Bureau of Rehabilitation.

Currently, a written cooperative agreement exists with the Bureau of Rehabilitation to facilitate the placement of handicapped persons.

2. Veterans

Services to veterans and other eligible individuals will be given on a preferential basis as required by Title 38 USC Chapters 41 and 42 and 20CFR652.

Direct services to veterans is funded separately from Wagner-Peyser activities and is covered by a reimbursable agreement between the Bureau of Employment Security, Job Service Division, and the Office of the Assistant Secretary of Labor for Veterans Employment and Training (OASVET).

3. Other Client Groups

a. Youth

The Maine Job Service offers special programs to assist young job seekers in finding employment. This includes individuals leaving school after graduation or terminating their education as well as youth continuing in school

All offices provide in-school programs on job search techniques and skill development in finding employment.

Several offices operate specific labor exchange activities for youth either in the school or at the local office. These activities will continue and be, in part, supported by resources from the Governor's ten percent (10%) set aside.

Specific activities for you are described in the part of this plan relating to the Governor's coordination criteria.

b. Dislocated Worker

Dislocation of workers continues to be a negative side to Maine's healthy economy. Many of the workers are dislocated because of import policy and are eligible for Trade Adjustment Assistance.

In addition, the Job Service is an important service delivery agency of Rapid Employment and Training Initiative Team to provide immediate employment and training services to dislocated workers.

The Job Service role, with the RETI Team, is to provide early access to employment security programs as well as to all labor exchange functions.

c. Services to JTPA Applicants

Details of the services provided to JTPA applicants are contained in the Job Service/Service Delivery Area plans. In general, these plans provide a process that provides job placement services to individuals completing JTPA vocational training as well as other services.

Referral of potentially eligible JTPA applicants by the Job Service is also included in the local plans.

d. Older Worker

Goal 6 of the MHRDC plan identified older workers as one of the targeted groups who should receive coordinated services. The Maine Job Service is cooperating with the Bureau for Maine's Elderly to increase the participant rate of Maine's elderly in the State labor force. Details of effort are in the coordination criteria section of this plan.

e. Displaced Homemakers

Goal 6 of the MHRDC plan also identifies displaced homemakers as a targeted group. During Program Year 1989, the Maine Job Service and the Displaced Homemaker Program will work to broaden their relationship by increasing program awareness and establishment of a formal program referral process.

f. Welfare Recipients

Goal 3 of the MHRDC plan calls for the coordination of programs to meet the needs of welfare recipients. An initial step of this coordination effort will be to develop an unduplicated applicant tracking system for welfare recipients within the employment and training community. As part of that community, the Job Service will participate in any tracking system that is developed.

E. Labor Market Information

Statewide and local labor market information will be collected, analyzed and disseminated by the Bureau of Employment Security as part of Title IV of JTPA, Amendments to the Wagner-Perser Act. Labor market information services will include technical assistance and the dissemination of analyses for use in the following activities:

- a. youth and adult services
- b. identification of dislocated workers, suitable job openings for displaced workers, and growth industries and occupations
- c. job search information
- d. referral and placement assistance
- e. testing and counseling services
- f. job development services
- g. staff training
- h. research activities

The Job Service will develop agreements to share applicant characteristics and job openings information with Service Delivery Area service providers for the purpose of developing appropriate employment and training programs. Additionally, the Job Service will share other labor market information developed through the U.S. Bureau of Labor Statistics' Federal/State Cooperative Programs.

Specific industrial and occupational information will be provided to Maine's HRD agencies/programs to support retraining and upgrading programs under MHRDC plan for Program Year 1989 (Goal 5).

F. Joint Planning and Activities with Service Delivery Areas

The joint plans developed between the Job Service and the Private Industry Councils of the three Service Delivery Areas focused on local planning. Local Job Service offices and local Service Provider offices developed plans to deliver services for their specific area.

Local area plans were developed between Job Service local offices and SDA service providers following planning instructions issued jointly by the Job Service and SDA.

Local plan this year addressed four specific areas:

- (1) sharing job opening information,
- (2) cross-referral of applicants,
- (3) client tracking; and,
- (4) sharing of resources where appropriate.

Local Private Industry Council members and Local Elected Officials participated in the process through plan review and sign-off.

There are no Job Service/SDA plans in dispute.

PART II: ACTIVITIES PURSUANT TO SECTION 7(b) OF THE WAGNER-PEYSER ACT

A. Introduction

Section 7(b) of the Wagner-Peyser Act provides that ten percent of the resources allocated to each State will be set aside for Governors. The uses of the ten percent monies are described in the Act. In summary, they are to provide performance incentives for local offices, provide services to groups with special needs and cost of exemplary models for delivering services for the types described in Section 7(a) of the Act. Resources available under Section 7(b) will be \$403,100 for Program Year 1989.

The Governor has designated the Maine Department of Labor, Bureau of Employment Security, to be the appropriate agency to plan and utilize the funds reserved for the Governor under Section 7(b) of the Act.

B. Usage of the Ten Percent Funds

1. The allocation formula used to distribute local office funds is based on each offices percentage of the State's civilian labor force and unemployed. The formula causes some offices with high productivity to not receive sufficient monies to support all local office staff. In order to avoid staff reductions in these offices approximately \$150,000 will be used to support 5 staff years. Priority will be given to offices with high placement productivity per staff.

2. Services to Special Needs Groups

Despite reduced Federal resources, the Maine Job Service has provided labor exchange services in four rural communities to reduce the geographic gaps between full service local offices. The four communities; Dover-Foxcroft, Houlton, Belfast and South Paris, have sufficient labor market activity to support continued operation.

During the Program Year 1989, resources from the ten percent share will be used to maintain the operation of these four offices at a cost of approximately \$225,000. During Program Year 1987, approximately 2,300 individuals were placed by these offices.

Operation of these offices are included in the Job Service/Twelve County SDA plan that has been accepted by the Private Industry Plan.

- b. The Maine Job Service will continue to provide office space, telephone access and other support services to Older Worker Job Banks in cooperation with Area Agencies on Aging.

This support will utilize about \$35000 for the Program Year.

3. Exemplary Models

Approximately \$25000 will be used to support the conversion of the Job Matching for batch to on-line. Monies will be used for staff time and travel and necessary equipment purchases for implementation.

PART III: SERVICES TO MIGRANT AND SEASONAL FARMWORKERS (MSFWs)

It is our full intention to continue to provide equity of service for the Migrant and Seasonal Farmworkers (MSFWs) in Maine for the Program Year 1989. We plan to comply with Title 20CFR653, Subpart B, in the following manner:

Section:

101 - The full range of services will be provided to both MSFWs and Non-MSFWs in each local office.

102 - Job information will be provided to all MSFWs throughout the statewide Job Bank System and Job Matching System.

103 - MSFWs will be properly identified on job application forms in the local offices. Lists of "services available" will be provided to these applicants and their job applications will be reviewed periodically by the local office manager. Local office staff will be available to provide assistance in completing job applications for MSFWs. Careful attention will be given to the assignment of correct and multiple Dictionary of Occupational Titles (DOT) codes. A reportable service will be provided upon the initial visit to a local office whenever possible.

104 - The Maine Job Service will not knowingly refer an MSFW family or crew unless each working member of that family or crew is registered in the appropriate local office. Neither will the Maine Job Service assist a farm labor contractor or farm labor contractor employee unless it can be verified that a current certification is in existence.

105 - Not applicable.

106 - Not applicable.

107 - The Outreach Plan shall consist of:

a. Assessment of Need

1. The number of farmworkers and farm families has continued to decline and shows a tendency to consolidation of farms with larger numbers of workers as a way of simply surviving in the market.

The major crops harvested in Maine are apples, blueberries and potatoes.

The Job Service is most heavily involved with the apple crop because some orchardists request temporary bonded alien labor to pick the apples. Most of the alien labor comes from Jamaica but some Canadians come as well. We anticipate 575 requests for bonds (H2As) for the fall of 1989 apple harvest.

The potato crop is picked by residents of Aroostook County. Many of the pickers are school-aged children and housewives. Schools in Aroostook County close during the potato harvest. The high school students are used primarily to run harvesters or to work in potato houses--only a small number are used to hand pick potatoes.

During the past year, the broccoli crop has continued to be a successful venture for the Aroostook County farmers. The production of broccoli requires intensive hand harvest labor at the time when both the need for and availability of such labor has decreased in Aroostook County in recent years due to the mechanization of potato harvest activities and a general change in the attitude of people willing to do "stoop labor" in that area.¹ This results in the need to recruit labor from outside the State of Maine.

In 1988, approximately 2,500 acres of Aroostook County were utilized for broccoli production. This is a noticeable drop from the previous year, and is due in part to the availability of labor force plus the tendency to process the crop directly from the field. It is estimated that in excess of 200 workers were employed as cutters and packers in harvesting the broccoli

¹ Information and comments provided by the Pine Tree Legal Assistance, Inc. (Farmworker Unit) in Bangor, Maine.

crop. The need for this labor begins in late June or early July, and runs through to mid-October. It is a long harvest season compared to crops generally grown in Maine; extensive turn-over of the labor force is a definite problem for the two largest growers in the Aroostook area.

The planting and production of peas has continued to be a successful crop in the central Aroostook County. Approximately 3,000 acres were utilized last year in the production of peas. This represents a decrease from the previous year due primarily to the companies now in the business of 'packing' the peas.

Some small farmers have experimented recently with the planting of strawberries and chinese cabbage.

2. It is estimated that we will have approximately 200 individual MSFWs in this State during Program Year 1989, which might need and utilize our services in our local offices.

This estimate is based on the federal definition of an MSFW person, and varies many times, from organizations collecting migrant farmworker data using different criteria to define a farmworker, some of whom currently have made estimates ranging from approximately 3,000 to 7,000 individuals in the State of Maine. Last year, we did not register any MSFWs (as defined by DOL Regulations) in our local offices.

3. It is projected that we will receive nearly 1,000 agricultural openings for the new Program Year 1989.

These openings will be primarily for the potato, blueberry and apple crops. We do not anticipate any expansion because of new industries and employers within these aforementioned areas.

4. During Program Year 1989, we are

projecting that we will have approximately 200 individuals who would be considered to be Migrant and Seasonal Farmworkers. However, as previously indicated, these individuals seldom find their way into a local Job Service office.

b. Assessment of Available Resources

1. It is not presently possible to determine the exact amount of money available to serve Migrant and Seasonal Farmworkers during Program Year 1989.

We will continue to fund the 1/2 position for the Monitor/Advocate and two (2) Outreach Worker positions for use in the fourth quarter.

Additional money will be used for transportation, training and publicity.

2. We anticipate that the JTPA 402 Project will contribute approximately 30 staff days of outreach activities during Program Year 1989. Approximately 130 individuals identified as MSFW's will be serviced during this period.

c. Proposed Outreach Activities

In the fourth quarter, we will use two (2) Outreach workers to visit agricultural workers and offer services to them. This personal service expenditure will be \$12,168. Our numerical goals for the number of MSFW contacts are as follows:

- a. The Job Service staff - 100
- b. Cooperating Agency - 130

d. Other

1. We will continue to cooperate with Pine Tree Legal Assistance in resolving the complaints of agricultural workers.
2. The State Monitor/Advocate's recommendations have been considered in this overall plan. The Monitor/Advocate will have direct access to the State Employment Security Agency (SESA) Administrator by utilizing the office of

the Job Service Director. The position of Monitor/Advocate has been established as a senior management staff position, comparable in status and compensation to other positions with similar complexity and responsibility.

- 108 - The Maine Job Service, through the MSFW Monitor/Advocate, will continue to maintain a self-monitoring system to assure compliance with the federal regulations. Local offices will be reviewed on a continuing basis. Data will be collected and reviewed to assure compliance and accuracy. Corrective action plans will be developed when necessary.
- 109 - Data collection will be maintain throughout the budget year by utilizing the Employment Security Automated Reporting System (ESARS) currently in place. Additional data will be collected when necessary and provided upon request when available.
- 110 - Appropriate data will be released to the public upon request.
- 111 - This State Agency complies with all federal and state laws pertaining to non-discrimination in employment practices in hiring procedures.
- 112 - Affirmative Action Plans are not required by the State since it has not been designated as a "significant State." The outreach activities are set forth in Section 107.
- 113 - Informal resolution of apparent violations will be attempted with employers by local office staff within the timeframe of five (5) working days. State agency employees will be encouraged to report suspected violations of employment related laws.

The monies which will be made available for MSFW activities will be distributed as follows:

\$12,168 - This sum of money is needed to fund two (2) positions for the fourth quarter of the Program Year. These individuals will perform outreach activities primarily in the apple industries.

\$ 875 - We will need this sum of money to conduct extensive traveling

_____ throughout the large geographic area
of this State.

\$13,043 - This represents the total
expenditures for MSFW outreach
activities.

\$16,708 - This is the budgeted amount for the
1/2 time salary position of MSFW
_____ Monitor/Advocate.

\$29,751 - Total program budget for Program
Year.

This Agency has provided both the JTPA 402 Agency and the
Pine Tree Legal Assistance, Inc. with copies of our planned
services to Migrant and Seasonal Farmworkers for the
Program Year 1989.

JOB SERVICE STRATEGIC PLAN AND HRD GOALS

I. JOB SERVICE STRATEGIC PLAN

This section covers the Job Service Strategic Plan for 1989 and how the plan will assist the Job Service to fulfill its responsibility in Governor McKernan's Human Resource Development Goals. To achieve these goals the Job Service activities will be directed to specify coordination requirements. They are noted below.

Activities described in this section will in many cases bring services to client groups that were previously identified in the Job Service Operational Plan that precedes this section. Narrative in this section provides more detail on the delivery of specific services.

The Job Service Strategic Plan was developed in 1988 and is now being implemented. The major focus of the plan is to prepare the Job Service to deliver effective labor exchange services in the next decade. It is clear that current practices are not likely to serve the future needs of our rapidly changing work force.

Several parts of the plan are of particular importance and relationship to the state Human Resource Development goals. Objective II calls for efforts to attract more skilled applicants into Maine's labor force. A first step in this effort will be to encourage graduating high school students and graduates of the vocational institutes to register for services with the Job Service. A second effort will focus on attracting more professional and technical job seekers to Maine.

The Job Service is also redesigning its automated job matching system to convert from a batch mode to an on-line operation. This will provide all job seekers and employers using the Job Service to have instant exposure to each other.

II. DIRECT RESPONSE TO THE GOVERNOR'S HRD GOALS

Certain HRD goals require specific action by the Job Service to fulfill its part of the HRD plan. This section describes those activities.

A. Goal 2.6

This goal requires the Department of Labor to establish joint staff having activities with the Department of Economic and Community Development (DECD). The Job Service has attended the initial two management staff training sections and was a presenter on the Department of Labor program.

This cross training has resulted in joint effort between the DECD Office of Tourism and the Maine Job Service to assist the tourism industry to find seasonal workers. The Maine Innkeepers Association and the Maine Restaurant Association are also participating in the program.

The Job Service has solicited job openings from the tourism industry and will match applicants against openings. The Office of Tourism has designed and distributed recruitment posters to senior citizen groups, Maine secondary and post-secondary schools as well as New England post-secondary schools with hospitality training programs.

B. GOAL 4

This goal requires educational, and employment and training programs to develop a strategy to help youth make the transition from adolescence to adulthood. This goal has nine (9) specific recommendations. The Job Service is directly involved in three (3) of the recommendations.

1. Recommendation 4.1

The Job Service will continue its participation in the Governor's Summer Youth Jobs Program.

The Job Service will solicit job openings from employers that are suitable for youth (age 14-21). The Job Service will also work jointly with Job Training System service providers to recruit youth from these job openings as well as from public sector jobs supported by Title IIB of JTPA.

The Job Service anticipates placing 3,600 youth in jobs and a program total of 5,300 when Title IIB placements are needed.

Specific details on this program are contained in the MHRDC HRD plan.

2. Recommendation 4.4 and 4.5

The Job Service Strategic Plan identifies youth as one of its primary target populations. Because of the ongoing shortage of labor, it is imperative that the length of time between school completion and employment is reduced to a minimum.

All Job Service local offices have plans in place to register high school seniors before they leave

school in June. Emphasis will be on requesting seniors who are not planning to continue in post-secondary education. Approximately 70 schools are participating in this years program. Additional schools will be added next year.

As a second phase of this program Job Service offices are actively involved in presentations before classes in area high schools. Similar services are being offered to those students who are attending area regional secondary vocational centers.

Negotiations are now underway to operate a similar program with the vocational institutes. The focus of this effort is to expedite the employment of these trained workers through the use of the Job Service Job Matching System. This system will provide them exposure to jobs statewide and in the geographic areas they choose.

C. GOAL 5

This goal establishes the retraining and upgrading of Maine's workers as a priority.

1. Recommendation 5.1

The Job Service, as the administrator of Trade Adjustment Assistance under the Trade Act, will work with other program deliverers to develop an industry priority list for retraining and upgrading services during Program Year 1989.

2. Recommendation 5.2

The Job Service will continue to encourage application for the STAR program by providing written notice to all new unemployment insurance claimants. In addition, the Job Service will make an eligibility determination on each applicant for the program. Over 2,300 individuals have applied in the first nine (9) months of program.

3. Recommendation 5.5

The Job Service will assist the Department of Human Services to disseminate information on child care services to employers.

The Department of Human Services will train Job Service local office staff to provide basic child care information to employers with emphasis on how to maximize the use of the ten (10) Regional Development Centers.

The Job Service staff will also deliver printed Dept. of Human Services information to large numbers of Maine employers through the use of its indicia mail privilege and mailing lists.

Additional support will be given by providing speaking opportunities for Dept. of Human Services staff at the Job Service local office employer committee meetings.

D. Goal 6.1

This goal seeks to improve employment opportunities for groups who have traditionally faced barriers to employment with special emphasis on older workers.

The Job Service is working closely with the Bureau of Maine's Elderly (BME) to develop ways to encourage older workers to return to the labor force and retain those who are now working.

The Job Service will work with the Bureau of Maine's Elderly and other groups to provide information to employers on the advantages of retaining or hiring older workers. A similar effort will be directed towards older workers.

Special emphasis will be placed on screening applicants for the two Senior Citizen Service Employment Program operated by the Cooperative Extension Service and Bureau of Maine's Elderly. The Job Service will complete eligibility determinations for both sponsors.

The Job Service will continue to work with the Bureau of Maine's Elderly and the Displaced Homemaker Program to identify common clients of the three systems.

III. INDIRECT RESPONSES TO GOVERNOR'S HRD GOALS

This section of the plan describes activities where the Job Service will participate with other agencies in the collection and sharing of program information. Several target groups are individuals on welfare, youth, handicapped, and ex-offenders.

A. Goal 3.2

The Job Service will cooperate with the Department of Human Services to develop inventory of resources targeted to individuals receiving welfare.

B. Goal 4.7 and 4.8

The Job Service is already active with youth and is expanding services to youth graduating from school during the next year.

The Job Service will participate with the Department of Human Services to develop an inventory of youth service professionals as well as an inventory of all State youth services programs.

C. Goal 6.2 and 6.3

In cooperation with the Department of Human Services and Mental Health and Mental Retardation, Job Service will participate in the development of a service inventory for handicapped applicants, and ex-offenders.

Job Service currently administers the federal Targeted Jobs Tax Credit Program that targets handicapped individuals as well as ex-offenders. The Job Service also has a bonding program for ex-offenders who cannot be bonded under normal employer bonding procedures.

